



Club Constitution & Rules

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Reviewed by:	Michael Cassel, Hon. Secretary
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St Joseph's Youth '88 Football Club



ORIGINALLY FOUNDED IN 1971

www.stjosephsfc.com

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St Joseph's Club Constitution & Rules

Introduction to St Joseph's

St Joseph's Youth '88 Football Club was founded in 1971 and is run on a voluntary basis by parents and friends who are interested in providing community based quality youth football facilities to players in the Harrow, Brent and surrounding areas for several hundred players. The club is run by an executive committee, which is made up of parents and friends. These members are elected on to the committee at the club's AGM meeting. The club currently runs several teams (for boys & girls teams subject to demand) ranging from Under 7's to Under 17's teams who participate in league and cup competitions managed by the Harrow Youth Football League, Harrow Soccer 7's Combination and the Middlesex County Girls League. The club also participates in the Middlesex County Cup each year and it organises various social activities. St Joseph's is affiliated to the Middlesex County Football Association and is a FA Charter Standard Club. The club has also been accredited by the Inland Revenue as a Community Amateur Sports Club. St Joseph's has a monthly newsletter called 'The Saint' and an Internet web site, which can be found at www.stjosephsfc.com which provides detailed information about the club.

The purpose of this document is to clarify the Club's Constitution & Rules and to inform its membership of what St Joseph's Youth '88 Football Club represents.

Mission Statement

To provide community based quality youth football facilities to players of various levels of ability across the football spectrum in the Harrow, Brent and surrounding areas.

To promote the playing of football in the best traditions and sportsmanship of the game, and to foster the spirit of comradeship and goodwill among the players of the game.

Constitution Club Rules

1. Name: The club shall be called St Joseph's Youth '88 Football Club (the Club).

2. Objective: The objective of the Club shall be to arrange Association Football matches and social activities (subject to demand) for its members. Its objective is also to provide community based quality youth football facilities to players of various levels of ability across the football spectrum in the Harrow, Brent and surrounding areas. The club also promotes the playing of football in the best traditions and sportsmanship of the game, and to foster the spirit of comradeship and goodwill among the players of the game.

3. Status of Constitution and Rules: These rules (the Club Rules) form a binding agreement between each member of the Club.

4. Rules and Regulations:

(a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of the Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

(b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.

(c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

(d) The Club is affiliated to the Middlesex County Football Association and its teams are members of the Harrow Youth Football League, Harrow Soccer 7's Combination and Middlesex County Football Association Girls League. The Club is committed to complying with these organisations' rules and regulations.

5. Club Membership:

(a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Hon Secretary.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Hon Secretary. Election to membership shall be at the sole discretion of the Executive Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register. The Football Association and parent County Association shall be given access to the Membership Register on demand.

(d) Ordinary player membership of St Joseph's Youth '88 FC is open to all youths who have not reached the age of 17 years prior to the season in which he/she plays. New entrants are only eligible to play for teams of their own age group except in special circumstances which must be approved by the Executive Committee. The applicable dates must comply with the age bands issued by the Harrow Youth Football League, Middlesex County Football Association Girls League and Harrow Soccer 7's Combination each season.

(e) Membership of the club is deemed as the Executive Committee and Sub Committee Members, players, parents / guardians and members of the direct family who are stated on the club registration form each season.

6. Club Fees

(a) Annual Club fees are payable by each member shall be determined from time to time by the Executive Committee. Fees shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Executive Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion:

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Executive Committee of his/her resignation. A member whose annual fees or further subscription is more than 2 months in arrears shall be deemed to have resigned.

(b) The Executive Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8. Executive Committee:

(a) The Club shall be governed by an Executive Committee consisting of the following officers:

* Officers in Election Year One (odd)	* Officers in Election Year Two (even)
Chairperson *	Hon Secretary **
Hon Treasurer *	Registration Secretary **
Training and Development Manager *	Fixture Secretary **
Kit & Equipment Manager *	Social Secretary **
Commercial & Publicity Manager *	Child Protection Co-ordinator **
Girls Football Development Manager *	Results Secretary **
	Website Secretary **

Key: * = Election in year one, ** = Election in year two, One vote per EC Member.
(e.g. - year one = Odd number year - e.g. June 2009 & year two = Even number year - e.g. June 2010).

The Executive Committee will be elected at the AGM, 6 members to stand for 2 years in year one, 6 members for 2 years in year two, at the discretion of the Executive Committee.

(b) All persons nominated for the Executive Committee, and those nominating them, must hold a current St Joseph's Youth '88 Football Club membership or be invited by the Executive Committee.

(c) Other committees may be appointed by the Executive Committee with the functions, powers, and duties conferred by the Executive Committee, and constituted as the Committee considered necessary.

(d) The Executive Committee shall have the right to appoint the team managers and coaches.

(e) Team selection of players will be made by the team manager and/or coach. Each team must have an appointed manager and a coach.

(f) Any elected officer resigning shall be replaced by a new officer so appointed by the Executive Committee.

- (g) The quorum for the transaction of business of the Executive Committee shall be three.
- (h) One person may hold no more than two positions on the Executive Committee at any time.
- (I) Decisions of the Executive Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Hon Secretary.
- (j) The Hon Secretary may call a meeting of the Executive Committee by giving not less than 7 days' notice to all members of the Executive Committee. The Executive Committee shall meet at least four times per annum. The official club year starts from 1st July to 30th June each year.
- (k) An outgoing member of the Executive Committee may be re-elected. Any vacancy on the Executive Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Executive Committee members and approved by a simple majority of the remaining Executive Committee members.
- (l) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (m) The Executive Committee will be assisted by The Club Sub Committee which shall comprise of the following posts. This sub committee will have no voting powers but can make recommendations to the Executive Committee. With the exception of the Hon Secretary, all of the posts on The Club Sub Committee are non-executive posts. The Club Sub Committee must meet at least once during a season. Additional meetings can be arranged as required.

Sub Committee:-	
Hon Secretary	Tea Bar Co-ordinator 1
Vice/Assistant Secretary	Tea Bar Co-ordinator 2
Assistant Training and Development Manager	Welfare Co-ordinator
Festival Co-ordinator	

9. Annual and Special General Meeting:

- (a) An Annual General Meeting (AGM) shall be held in each year to:
- (i) Receive a report of the activities of the Club from the Chairperson over the previous year
 - (ii) Receive a report of the Club's finances from the Hon Treasurer over the previous year
 - (iii) Consider amendments to the Club's Constitution & Rules Document
 - (iv) Elect the Officers of the Executive Committee as necessary
 - (v) Consider any other business
 - (vi) Nominations for election of members as Club Officers or as members of the Executive Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Hon Secretary not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Hon Secretary not less than 7 days before the Meeting.

(b) A Special General Meeting (SGM) may be called at any time by the Executive Committee and shall be called within 14 days of the receipt by the Hon Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

(c) The Executive Committee shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.

(d) The quorum for a General Meeting shall be 10 members.

(e) The Chairperson, or in their absence a member selected by the Executive Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(f) The Hon Secretary, or in their absence a member of the Executive Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

(a) At its first meeting following each AGM, the Executive Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to the Presentation Night and AGM a written report on the activities of the team. There is a maximum allocation of one manager and one coach per team.

(b) All matches which are outside the Harrow Youth Football League, Harrow Soccer 7's Combination or the Middlesex County Football Association fixtures involving a St Joseph's team must be approved by the Executive Committee in advance of the date of the proposed match.

11. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, the Hon Secretary, the Registrations Secretary, and the Hon Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of at least four designated signatories. All monies payable to the Club shall be received by the Treasurer (delegated powers with control of Credit Books) and deposited in the Club Account. All income shall be banked promptly, intact and properly accounted.

(b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

(c) The Executive Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club. The Executive Committee shall agree at least 6 committee members, other than the Treasurer, who will fulfil this function each year, and notification shall be given to all Club staff. No person shall be allowed to authorise their own expense(s) and/or pay themselves reimbursement(s) from Club funds that have not been properly authorised and in doing so, may constitute a disciplinary offence.

(d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

(e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Hon Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

(f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Executive Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.

(h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

13. Discipline

(a) The Executive Committee shall also act as the disciplinary committee.

(b) The Executive Committee has the right to discipline its own members, and to give further punishment in excess of any given by ruling bodies.

(c) The Executive Committee reserve the right to punish any member for breach of conduct on / off the field or for breach of the club and football rules.

(d) A member appearing before the disciplinary committee shall have the right to bring maximum of three witnesses and evidence he/she should think will aid his/her case. The disciplinary committee shall have discretion to allow witness testimony and other evidence at any hearing.

(e) All fines imposed by the League, FA & Club will be paid by the player’s parents concerned within 14 days or he/she will waive his/her right of selection.

14. Accident Rules

(a) The club will take out each season a Personal Accident Insurance Policy for each of its teams (players only) with the Middlesex County Football Association.

(b) The club will take out each season a Public Liability Insurance Policy with the Middlesex County Football Association.

15. Child Protection

(a) The club is committed to the protection of its players and is also committed to the Football Association’s Child Protection Policy. The key principles underpinning this policy are that:

- (i) The child’s welfare is, and must always be, the paramount consideration
- (ii) All children and young people have the right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity
- (iii) All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. Working in partnership with children and young people/carers is essential

(b) All Executive Committee & Sub Committee Members, Managers and Coaches to be screened as part of the club’s commitment to this policy. The Child Protection Co-ordinator be a member of the Club’s Management Committee. His/her roles are to co-ordinate this matter and promote the awareness of this important subject on behalf of the whole club.

(c) All photographs and / or recorded images must comply with the club’s Guidelines for Photographs and/or Recorded Images.

(d) Smoking, Alcohol and Drugs Policy – the Club recognises that smoking, consumption of alcohol and taking drugs (illegal or prescribed) around children may have safeguarding issues in relation to the Club’s Child Protection Policy. The Club does not condone smoking and the consumption/taking of alcohol/drugs in the direct vicinity of children at any indoor/outdoor venue where training and/or matches are being convened. Managers and coaches must ensure that all safeguarding issues are adequately assessed and adhered to during training, matches and when representing the Club.

16. Club Name, Colours & Nickname

The club’s official name is St Joseph’s Youth ’88 Football Club and its nickname is ‘The Saints’. The club colours are tangerine and black with white as its alternative colour. The details of the football kit colours are as follows:

Main Colours:	Shirts - Tangerine	Shorts - Black	Socks - Tangerine
Alternative Colours:	Shirts - White	Shorts - Black	Socks - Tangerine

Subject to funds being available, the club is committed to providing a new main colour kit to each team at least every three to four years. Every new kit purchased will have a number on the back of the shirt, sponsor name / logo details and the St Joseph's official club logo on the front of the shirt. The details of the official club logo are next to this paragraph. The club's official kit & equipment suppliers will be appointed by the Executive Committee each season.



Tangerine background with black letters etc

17. Funding Structure of the Club

St Joseph's is funded by a combination of registration/membership/training fees and holding fund raising events throughout the year. The Executive Committee will determine and approve all of the club's fees each season. Details of the club's fees can be found on appendix D of this document.

18. Ground Facilities

St Joseph's currently plays its matches at Kenton Recreation Ground, Alicia Avenue, Kenton, Harrow, Middlesex and Whitchurch Playing Fields, Wemborough Road, Harrow, Middlesex each season. If necessary, alternative / additional pitches will be identified and reserved as required. Details / locations of the clubs pitches can be found in appendix C of this document. Each club team will be allocated a pitch to play on for each match by the Fixtures Secretary. Details of the pitch matrix allocation can be found on appendix E of this document.

19. The Executive Committee and Club Sub Committee

The Executive Committee and Club Sub Committee consist of the following posts. Details of the persons undertaking these roles can be found in appendix A of this document.

Chairperson

The Club's Chairperson's role is to lead and direct the club as necessary. He/she is the club's main figure head and speech provider at functions and he/she controls the Executive Committee and Managers / Coaches Meetings. He/she also co-ordinates the provision of the trophies for the club's Presentation Night and Summer Football Festival.

Hon Secretary

The Hon Secretary's role is to manage and co-ordinate all of the club's administrative affairs. He /she will also represent St Joseph's at the Harrow Youth Football League and Middlesex County FA meetings and is the club's strategist for the management and development of the club.

Hon Treasurer

The Hon Treasurer's role is to manage and co-ordinate all of the club's financial affairs.

Training & Development Manager

The Training and Development Manager's role is to be responsible for the training and development of the Club's players, managers and coaches in the areas of football coaching, refereeing and first aid.

Commercial & Publicity Manager

The Commercial & Publicity Manager's role is to try and bring in as much financial support and sponsorship from local business as he/she can to this club. The Commercial & Publicity Manager is to be responsible for the compiling information, editing, printing and distribution of the club's 'The Saints' Newsletter on a quarterly basis. He/she also assists the Hon Secretary and in other administrative tasks including the updating of the club's database and obtaining sponsorship from various sources.

Fixture Secretary

The Fixtures Secretary's role is to co-ordinate the allocation of home pitches to teams, liaise with the Harrow Youth Football league, Harrow Soccer 7's Combination, Middlesex County Girls League, Middlesex County Football Association and other clubs concerning fixture arrangements for all games (Under 7's to Under 17's). He / she is also responsible for the co-ordination of the maintenance arrangements for all of the home pitches and liaises with the London Boroughs of Harrow and Brent plus other pitch providers on a regular basis.

Results Secretary

The Results Secretary's role is to gather the results and reports of each team on match days. Managers / coaches are required to phone in their result / report of their game to him / her no later than 4pm on match day. He / she will then process this information and pass the details onto to the local newspaper who will publish the information in their newspaper during the following week. His / her role is also to gather the match cards from each manager / coach process the cards and pass them on to the Harrow Youth Football League, Middlesex County Football Association and the Harrow Soccer 7's Combination for their attention. Managers / coaches are required to hand deliver their Match Card to his / her home by 4pm on match day.

Website Secretary

The Web Site Secretary shall be the Club's Web Master and is responsible for the design, input and to regularly update the contents of the website under the direction of the Executive Committee.

Kit and Equipment Manager

The Kit and Equipment Manager's role is to order, co-ordinate and manage all of the club's kit and equipment needs to ensure 'Best Value' is received for the club. He/she is to control the inventory of all of the club's kit and equipment as required by the Executive Committee. St Joseph's has a set of white shirts which is the club's official alternative shirt and can be collected from his/her house as required. Pitshanger Youth FC and Watling Club FC and Pitshanger FC are the only clubs in the Harrow Youth Football League who also wear tangerine shirts as their official main colour shirt.

Girls Football Development Manager

The Girls Football Development Manager's role is to be responsible for establishing, maintaining and developing Girls Football Teams for the club. He/she will be required to liaise with the Middlesex County Football Association, Middlesex County Girls League and Harrow Soccer 7's Combination as required.

Registration Secretary

The Registration Secretary's role is to be responsible for all matters concerning the registration of players and to undertake all administrative duties associated with this task.

Social Secretary

The Social Secretary's role is to manage and co-ordinate all of the club's events each year (see details below). He/she shall provide the Executive Committee with a budget plan for each club event as necessary. It is strongly suggested that every team should have a 'Parent Rep' nominated by the team manager / Coach. The rep's role is to liaise with the Social Secretary and to co-ordinate the sale of function tickets etc. They are also the team's representative / spokesperson for all parent related matters.

Child Protection Co-ordinator

The Child Protection Co-ordinator's role is to co-ordinate the issue of Child Protection and to promote the awareness of this important subject on behalf of the whole club. All Executive Committee & Sub Committee Members, Managers and Coaches shall be screened as part of the club's commitment to this policy. He/she is also the club's representative for all Health and Safety matters in general.

Vice/Assistant Secretary

To assist the Hon. Secretary in his/her role.

Assistant Training & Development Manager

The Assistant Training and Development Manager's role is to assist the Training & Development Manager with the training and development of the Club's players, managers and coaches in the areas of football coaching, refereeing and first aid.

Tea Bar Co-ordinator(s)

The Tea Bar Co-ordinator's role is to co-ordinate the running of the tea bar at Kenton Recreation Ground including being responsible for the collection of funds received from this facility. He/she to provide the Hon Treasurer with a regular financial report on the Tea Bar's income & expenditure commitments.

Welfare Co-ordinator

To work with the Child Protection Officer in co-ordination of Child Protection issues and to promote the awareness of this important subject on behalf of the whole club. To also deal with welfare issues for the whole club.

Festival Co-ordinator

He/she is the main organiser for the club's annual summer six - a - side tournament.

20. Club Events

St Joseph's organises various events throughout the year. The main events for this year are as follows:

1 st Tuesday in June – Club's AGM Meeting	July - Registration Night
May / June - Presentation Day	December - Christmas Disco
June - Six a-side Football Festival	

Subject to demand, additional events to be held throughout the season on an ad hoc basis.

All players are required to wear smart shirt, trousers and shoes for the Presentation Day events.

21. Registration Night

The Club 'Registration Night' will be held during early July each year. The Registration Secretary shall distribute the registration documents to each team manager from June each year. Team Managers are required to collect all of the relevant paperwork and fees from their team's parents by the date Registration Night is held each year. Registration Night is only open to Executive Committee & Sub Committee Members, Managers and Coaches to process the paperwork and fees. Parents should not be asked to attend this meeting as the sole objective of the 'Registration Night' will be to process the administration and fees as quickly as possible.

22. Tea Bar & Price List

St Joseph's teams play most of their home matches at the Kenton Recreation Ground, Alicia Avenue, Kenton, Harrow, Middlesex. The teams play their home fixtures on Sunday mornings during the football season. The club operates a tea bar facility at the ground which serves light refreshments such as tea, coffee, soft drinks and sweets etc. Toilet, shower and changing rooms are also available for teams to use at the ground.

Every team's parents are required to run the tea bar at Kenton Rec at least once or maybe twice each season. He / she will produce a rota for the tea bar duties each season together with other tea bar information. The price of products to be set by the Tea Bar Co-ordinator and approved by the Executive Committee.

23. Aims of the Club

St Joseph's Youth '88 Football Club is run on a voluntary basis by parents and friends who are interested in providing community based quality youth football facilities to players of various levels of ability across the football spectrum in the Harrow and surrounding areas. The club allows a maximum of three teams per age group between under 7's and under 10's with a recommended maximum squad of 11 players per team. It also allows a maximum of two teams per age group between under 11's and under 16's with a recommended maximum squad of 16 players per team. The club will also aim to run under the approval of the Middlesex County Football Association girls teams between the age groups of Under 7's to Under 16's (one girls team per age group). St Joseph's also encourages sponsorship for its teams which can be co-ordinated through the Club's Commercial & Publicity Manager. The club is an equal opportunities organisation and gives every player and their family / friends the same opportunities regardless of their colour, sex, religion or culture.

The Club traditionally has very high standards of football and behaviour. This derives from two factors:

- a) A high level of mutual support and understanding between parents / friends and the club.
- b) A management and coaching set of parents / friends with a high level of commitment to the children.

In order to allow the children to enjoy their football to the highest quality, the Club aims to:

- a) Priority given to quality of play and the club's activities to provide enjoyment for the players, family and friends.
- b) Provide the club's players with regular training sessions, supplies the kit, equipment and pitches as necessary and arrange competitive league / cup fixtures. It also enters teams for football tournaments as required.
- c) Treat the club's players with respect and fairness. Give parents early warning of problems associated with their child's behaviour and attitude.
- d) Provide each team a minimum of two adults appointed by the Club's Executive Committee to be present at training sessions and matches.

The Parents & Friends aims to:

- a) Support the various functions organised by the Club throughout the season, either by attending these events or purchasing tickets.
- b) Take an active part in the Club by helping with the transport arrangements and supporting the team at all of their games, where possible.
- c) Support the Club's efforts to maintain high standards of behaviour, sportsmanship and dress (kit, football boots and shin pads etc).
- d) Respect the team Manager's / Coach's view on football matters and provide positive support for the team manager's / Coach's role and comply with the Club Code of Conduct for Parents & Spectators.

24. Anti Discrimination Policy

St Joseph's Youth '88 Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at St Joseph's Youth '88 Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes (and not exhaustive to):

- a) The advertisement for volunteers.
- b) The selection of candidates for volunteers.
- c) Courses.
- d) External coaching and education activities and awards.
- e) Football development activities.
- f) Selection for teams.
- g) Appointments to honorary positions.

St Joseph's Youth '88 Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

St Joseph's Youth '88 Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

25. Equal Opportunities Policy

General

St Joseph's Youth '88 Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

- a) Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- b) Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- c) Imposing on an individual's requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- d) Victimisation of an individual.
- e) Harassment of an individual, by virtue of discrimination.
- f) Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

St Joseph's Youth '88 Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Players, Managers, Coaches, Executive Committee and Sub Committee Members are all required to complete a Club Membership Monitoring Analysis Form.

26. Team Manager & Coach Job Description / Duties

St Joseph's are committed to appointing a team manager and a coach for each team. Their roles are as follows:

All new team managers and coaches to attend a short informal meeting with the club's executive committee and complete the application form for team manager / coach before the commencement of duties.

- a) To agree and comply with all of the club's policies and strategies.
- b) To agree and comply with the club's equal opportunities policy which gives every player and their family / friends the same opportunities regardless of their colour, gender, religion or culture.
- c) Co-ordinate the arrangements for regular weekly quality training sessions for the team's players.
- d) Co-ordinate the arrangements for the team's matches and football tournaments as necessary.
- e) To ensure goalposts, line markings, nets and corner flags are provided and fitted to the team's pitch for all home matches.
- f) Where practicable ensure a competent referee and assistant referees are provided for all home matches and arrange for the official league referee to be paid his/her fees after a home league / cup match as required.
- g) To ensure all league match report cards are completed and signed for every match and given to the nominated club's representative on time.
- h) To inform the Club's press and/or Results Secretary of match result and details before 4pm on match days.
- i) To comply with the 'Club Code of Conduct for Managers/Coaches' and ensure that the parents and spectators of their team comply with all of the other club's code of conducts / policies including the guidelines for photographs and/or recorded images.
- j) Co-ordinate timely collection of the club and league registration forms and fees.
- k) Motivate and ensure the team's parents and friends support the club's various functions / events to a satisfactory level.

- l) Co-ordinate the appointment of a team parent representative to assist the team manager / coach with administrative duties and co-ordinate social activities.
- m) Arrange, as required, for the team's parents / friends to work in the club's tea bar at home matches on a rota basis.
- n) To make every effort to attend all bi-monthly managers' meetings where possible and brief the team's parents with news and information as necessary.
- o) To undertake administrative tasks (e.g. write letters / give adequate direction instruction for away matches) relating to the team's activities.
- p) To accept the decision/recommendation of the Fixture Secretary in terms of games being played.
- q) To make order requests to the Club's Kit & Equipment Manager for the team's requirements and distribute the items to the team when necessary.
- r) To be responsible to completion of an incident/accident report and pass the details on to the Hon Secretary for his/her attention.
- s) To be prepared to attend training courses (e.g. football coaching, first aid, referee courses & child protection etc).
- t) Assist the club's Executive Committee in the arrangements of the club's various functions / events.

27. Club Code of Conduct for Football

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

Community:

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

Equality:

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants:

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

Young People:

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety:

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust and Respect:

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence:

Football rejects the use of violence of any nature by anyone involved in the game.

Fairness:

Football is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play:

Football is committed to the principle of playing to win consistent with Fair Play.

Club Code of Conduct for Managers/Coaches

Coaches are key to the establishment of ethics in football. Their concept of ethics is their attitude directly affects the behaviour of players under their supervision. Managers/Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Managers/Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for managers/coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The F.A. Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:

1. Managers/Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Managers/Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Managers/Coaches must adhere to all guidelines laid down by governing bodies.
4. Managers/Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Managers/Coaches must not exert undue influence to obtain personal benefit or reward.
6. Managers/Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Managers/Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Managers/Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Managers/Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.

10. Managers/Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Managers/Coaches must consistently display high standards of behaviour and appearance.
12. Managers/Coaches must not use or tolerate inappropriate language.

Club Code of Conduct for Players

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Obligations towards the game

A player should:-

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.

Obligations towards one's own team

A player should:-

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

Respect for the Laws of the Game and competition rules

A player should:-

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

Respect towards Opponents

A player should:-

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards the Match Officials

A player should:-

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

Respect towards Team Officials

A player should:-

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition.

Obligations towards the Supporters

A player should:-

1. Show due respect to the interests of supporters.

Code of Conduct for Team Officials

This Code applies to all team / club officials (although some items may not apply to all officials).

Obligations towards the Game

The team official should:-

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should:-

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
Promote ethical principles.
4. Show due respect for the interests of the players, coaches and officials, their own club/team and others.

Obligations towards the Supporters

The team official should:-

1. Show due respect for the interests of supporters.

Respect towards the Match Officials

A team official should:-

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

Code of Conduct for Parents / Carers / Spectators

Parents / Carers / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

- a) Children enjoying football.
- b) A sense of personal achievement.
- c) Self-esteem.
- d) Improving the child's skills and techniques.

A parent's / carer's / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- a) Other players.
- b) Officials.
- c) Managers/Coaches.
- d) Spectators.

Ensure that parents / spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage parents / carers / spectators to:

- a) Applaud the opposition as well as your own team.
- b) Avoid coaching the child during the game.
- c) Not to shout and scream.
- d) Respect the referee's decision.
- e) Give attention to each of the children involved in football not just the most talented.
- f) Give encouragement to everyone to participate in football.

It is the responsibility of parents/carers to bring their children to and collect them from matches and training sessions and to ensure that they bring boots and shin pads.

All parents / carers / spectators within this club must agree and adhere to the club's Code of Conduct and Child Protection Policy.

28. Disciplinary Procedure

All Club disciplinary matters are managed by the Executive Committee and it shall act as the Disciplinary Committee. The Executive Committee reserves the right to punish any Club Member including an Executive or Sub Committee Member, Manager, Coach, Parent or Player. In the event of a disciplinary issues being identified, a Disciplinary Committee Meeting must be called by the Hon Secretary as soon as possible. The person(s) who is/are being charged must be invited to attend the Disciplinary Committee by the Hon Secretary. Details of the alleged incident or activity, witness reports, evidence and other information relating to the disciplinary issue must be distributed at least 48 hours in advance of the date of the Disciplinary Committee Meeting to all Executive Committee Members and the person(s) being charged. The person appearing before the Disciplinary Committee shall have the right to bring a maximum of three witnesses and evidence he/she should think will aid his/her case.

If the Disciplinary Committee decides that the charge(s) against person(s) are proven, a choice of two main types of formal written reprimands can be issued by the Disciplinary Committee to the relevant person(s) depending on the nature of the offence.

The 'Yellow Card' Formal Written Reprimand, which is valid for twelve months from the date of the Disciplinary Committee Meeting and carries one disciplinary point.

The 'Red Card' Formal Written Reprimand, which carries two disciplinary points. In the event of a person(s) obtaining two or more disciplinary points within a twelve-month period will be expelled permanently from the Club.

The Disciplinary Committee reserve the right to organise the structure of the disciplinary investigation/hearing as deemed appropriate to the matters being investigated/heard. The committee shall take into the following:-

- a) Whether Police/law enforcement involvement is required.
- b) The seriousness of the offences/charges (i.e. violent behaviour, theft of Club funds / assets / equipment etc.)
- c) Confidentiality (i.e. medical evidence relating to third party, possible reprisal against witnesses etc.)
- d) Child Protection/Safeguarding issues.
- e) Any other issues, which are considered to be relevant and appropriate.

The Disciplinary Committee shall, at its discretion, appoint an Investigation Team to collate evidence for the Disciplinary Committee Meeting. The Investigating Team shall comprise of between 2 and 4 officers from the Executive Committee and those officers may also be part of the Disciplinary Committee.

The contents of the Disciplinary Committee Meeting must be written down and the minutes of the Disciplinary Committee Meeting including its decisions noted for approval at the next Executive Committee Meeting. The minutes shall be retained by the Hon. Secretary in the Minute Book. The disciplinary papers shall be retained for a minimum of 12 months from the date of decision or for an amount of time agreed by the Disciplinary Committee.

The decision of the Disciplinary Committee is final and there is no appeal process permitted by the Executive Committee. The Executive Committee has the right to discipline its own members, and to give further punishment in excess of any given by ruling bodies. The Executive Committee reserves the right to punish any member for breach of conduct on or off the field. All fines imposed by the League, FA & Club will be paid by the player concerned within 14 days or he/she will waive his/her right of selection.

In the event of any of the persons being charged not being able to attend this Disciplinary Committee Meeting, then this meeting will still proceed using only the written available relating to the relevant matter.

29. Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

1. They should report the matter to the Hon Secretary or another member of the Executive Committee.

Your report should include:

- (a) Details of what, when, and where the occurrence took place.
- (b) Any witness statement and names.
- (c) Names of any others who have been treated in a similar way.
- (d) Details of any former complaints made about the incident, date, when and to whom made.
- (e) A preference for a solution to the incident.

2. The Club's Executive Committee will sit for any hearings that are requested.

The Club's Executive Committee will have the power to:

- (a) Warn as to future conduct
- (b) Suspend from membership
- (c) Remove from membership any person found to have broken the Club's Policies or Codes of Conduct

Club Guidelines for Photographs and/or Recorded Images

For use of photographs and/or recorded images of St Joseph's children/young people under the age of 18.

- 1. All children must be appropriately dressed
- 2. Photography or recording images should focus on the activity not on a particular young person
- 3. Images should focus on small groups rather than individuals
- 4. Images of a child who is subject to legal proceedings should never be used
- 5. If a young person is named avoid using their photograph / recorded image
- 6. If a photograph is used avoid naming the person or use their first name only. Personal details should never be revealed
- 7. Makes sure all parents/carers/young person have given permission to take any photographs or recorded images
- 8. Use photographs and or recorded images that represent the broad range of youngsters participating in football
- 9. All people taking photographs or recording footage at an event connected with the football club must obtain an approved Club permit application for photographs or recorded images in advance
- 10. All concerns regarding inappropriate or intrusive photography should be reported to the team manager / coach and the Club's Child Protection Co-ordinator and Hon Secretary
- 11. All applications for obtaining a permit to take photographs and/or recorded images of St Joseph's players must be approved and signed in writing by a minimum of two club executive members / child protection co-ordinator in advance
- 12. All photographs and/or recorded images proposed to be published onto the club web site, club newsletter or any newspaper must be approved by both the Club Child Protection Co-ordinator and Hon Secretary in advance
- 13. The club approval process allows photographs and/or recorded images of St Joseph's Players only and not of players from any other club. No photographs and/or recorded images are permitted to be taken of players from other clubs

30. Insurance Arrangements

The club will take out each season a Personal Accident Insurance Policy for each of its teams (players only) with the Middlesex County Football Association. Details of the policy are as follows:-

* = Benefit for any Permanent Disabling Injury not noted in the table below will be calculated on a medical assessment by the approved insurance company of the degree of disability relative to this scale without reference to the insured persons occupation. Any settlement will be calculated as a percentage of the benefit shown. It should be noted that this insurance policy is in force for matches, training and travelling to and from these activities so extends to injury incurred as a result of a car accident etc.

Level of Cover (Middlesex County FA – Silver Level)	
Accidental Death	Permanent loss of speech
Permanent Total Disability	Permanent disabling injury - a percentage of amount *
Permanent total loss of sight in both eyes	Emergency dental expenses
Permanent total loss of sight in one eye	Emergency medical expenses - up to
Permanent total loss of use of two limbs	Fracture benefit - limbs and collar bone only
Permanent total loss of use of one limb	Fracture benefit - fingers and toes
Permanent loss of hearing in both hears	Hospitalisation benefit - up to 28 days (per day)
Temporary total disablement for up to seven named Club Officials (per week)	

The club will take out each season a Public Liability Insurance Policy for the value of up to £5m with the Middlesex County Football Association.

Players who wear prescribed glasses (spectacles):-

- (i) There is no restriction with regards to the Personal Accident scheme (MCFA – Silver Level).
- (ii) Under the Public Liability scheme, players are permitted to wear glasses subject to a qualified optician or GP confirming in writing the eye wear is suitable and is safe for the participation in a contact sport.

All insurance claims should be made in writing to the Hon Secretary within seven days from the date that the incident associated with the claim took place. The Hon Secretary will then process the insurance claim via the Middlesex County Football Association in due course.

31. Club Financial Benefits of Managers, Coaches, Executive and Sub Committee Members

Managers / Coaches / Executive Committee & Sub Committee Members Fees

St Joseph's recognises the voluntary hard work and commitment provided by Managers, Coaches, and Executive Committee & Sub Committee Members to its players each year. As sign of appreciation for this hard work, Managers, Coaches, Executive Committee and Sub Committee Members receive a discount (the amount of discount to be agreed by the Executive Committee each season) on the 'Registration / Membership Fee for the first player (the oldest age) only. All these club members must pay in full the 'Training' fees mentioned above each season and the Joining fee as necessary.

Out of Pocket Expenses

Out of pocket expenses can only be claimed by club officials in as much as it relates to reimbursement of expenses paid. This will cover, referee fees, and minor football expenses, (where possible all kit and equipment requirements must be channelled through the Kit & Equipment Manager). Other items of expenditure must be authorised by the Executive Committee beforehand, if reimbursement is to be sought. Please note that this will not cover loss of income that may occur whilst performing normal club duties. Referee fee expenses will only be paid out for official Middlesex County Football Association appointed referees.

Any claim for reimbursement and/or requisition of goods/services must be submitted on the Club's official Claim & Requisition Form, accompanied by either receipts and/or adequate detail, and submitted to the Executive Committee (other than the Treasurer) for approval. Following approval, the Treasurer will then process the request and accurately update the Club's accounts.

Any member of the Executive Committee (other than the Treasurer) may approve requests for reimbursements and requisitions of goods & services. The following members will normally approve request throughout the season:-

Club Chairman	Hon. Secretary
Kit & Equipment Manager	Registrations Secretary
Child Protection Co-ordinator	Training & Development Manager

Fines

Fines of a general administration nature relating to Managers and Coaches will be met by the club up to a point. However persistent offences of the same will incur a warning to that team in writing from the committee, addressed to the team manager/coach, who may then be responsible to pay such fines in the future. Fines involving club officials of a serious nature will only be paid at the discretion of the Executive Committee. This will include associated costs re hearings etc. All fines and general administration fees relating to players will be funded by the player's parents and not the Club. The Executive Committee may decide to apply a system of "2 (or 3) strikes and you're out" in any season; meaning that the Club will pay the full cost of upto 2 (or 3) fines associated with a Manager/Coach/Player of a team and any further fines being met in full by the team/individual concerned. This will be communicated to all Club Members at the start of the season.

Training Costs

The Training Fees are intended to fully fund the cost of hiring training facilities between 1st October and 31st March each season. The club will not subsidise the expenditure for the hire of training facilities in any other circumstances.

Third Party Tournaments

Each team will be responsible for funding and organising their own tournament arrangements (for Executive Committee Approved Tournaments only).

Cup Finals

In the event of teams reaching and eleven a side cup finals, the club will pay a percentage towards the costs of organising coaches to and from the ground, and other out of pocket expenses, agreed beforehand, in addition to post match refreshments for players. A maximum sum per team / per season will need to be approved by the Executive Committee in advance of the event.

Telephone Allowances

A £120 annual telephone allowance is available to be claimed by the Hon Secretary and the Fixtures Secretary. The Fixtures Secretary shall also be provided with a mobile phone to assist him/her in undertaking their role.

Chairperson's Action

The Chairperson has the delegated powers to authorise club related decisions and expenditure outside of Executive Committee Meetings. These powers are subject to also being approved by the Hon Secretary and / or Hon Treasurer. All Chairpersons's actions must be reported to the Executive Committee Meeting as soon as possible.

Discount; Registration/Membership Fee for families with Financial Difficulties

St Joseph's will offer a discount on the Registration/Membership fee only to those families who can demonstrate their 'financial hardship' and that their circumstances fall into this category. The Team Manager will be asked to provide a copy of the Application Form for Discount of Club Membership & Player Registration Fee to the Parent / Guardian who intend to apply for a discount. Each request will be considered for approval by the Registration Secretary. Each request will be considered for approval on the circumstances and merits of the request, which will determine if the discount (amount of discount to be approved by the Executive Committee each season) will be approved or not for each player. This discount application facility is not available to any Club Staff. All club members must pay in full the 'Training' fees mentioned above each season and the Joining fee as necessary. All applications forms for a discount should be submitted to the Registration Secretary by the first week of July each year.

Social Functions

No concessions on the price of tickets for club events are permitted to any St Joseph's Club Member. All tickets for these club events must be fully paid in advance.

32. Training & Development Policy

St Joseph's is committed to the training and development of its players, managers and coaches in the areas of football coaching, refereeing and first aid. This activity is managed by the Training and Development Manager. The club is committed to providing access to quality youth football training & development for children between the ages groups from Under 7's to Under 17's.

The Training and Development Manager's Aims:-

- a) Co-ordinate the introduction of the new under 7's age group each season for both boys and girls teams.
- b) Responsible for the training and development of all team managers and coaches.
- c) Arrange coaching courses for all managers and coaches, which should include football coaching, first aid and refereeing.

- d) Oversee all aspects of training methods, which comply with FA standards.
- e) Develop links with other organisations such as the Football Association and pro clubs to enable gifted players the opportunity to develop their skills further.
- f) Co-ordinate (club wide) training sessions with other team managers and coaches within the Club.
- g) Monitor all teams' performances and training methods and make recommendations for improvements as necessary.
- h) Provide guidelines and advice for managers and coaches on match days as required.

33. Aims of the Club's Teams

The Club is committed to setting up football teams for children of various levels of ability across the football spectrum.

The Club has the desire of having the best possible squad of players with the suitable team manager & coach for the 7 - a - side 'A' teams of each age group. Their aim is to develop the players' football skills to their maximum potential in preparation of 11 - a - side football.

The Club has the desire of having the best possible squad of players with the suitable team manager & coach for the 11 - a - side 'A' teams of each age group. Their aim is winning as many games as possible in at least the Premier or Division One level of each age group.

The club is committed to setting up 'B' teams (and where required 'C' teams - Under 7's to 10's only) to provide access to youth football. St Joseph's desire is to develop the players' football skills to their maximum potential. 'B' 11 -a- side teams should be playing in at least the Division Two or Division Three level of each age group.

St Joseph's will not permit two teams (Under 11's - Under 17's only) in the same division of the same age group unless approved by the Executive Committee.

34. Assessment & Selection Policy

All potential Under 7's and Under 11's Team Managers, Coaches and Players will be assessed by the Training and Development Manager and appointed by the Executive Committee. The Team Managers, Coaches and Players will be moved between the 'A', 'B' & 'C' teams as assessed by the Training & Development Manager and approved by the Executive Committee.

On an annual basis (minimum) all of the club's players will be assessed by the Teams Managers, Coaches and the Training & Development Manager. Based on performance, merit and progress in the players' development, players will be moved between the 'A', 'B' & 'C' teams as required to reflect the players' form and progress.

35. Training & Safety Policy

Team Managers and Coaches must be prepared to attend all football coaching, first aid and referee training courses as required by the Training and Development Manager.

All players must wear a pair of football boots (appropriate type of trainers were necessary) and wear shin pads each week at all training sessions and matches in an attempt to protect the players against possible injury.

The club's Goalpost Safety Policy must be complied with for all St Joseph's training sessions and matches.

Club's Goalpost Safety Policy:-

Following information received from the Football Association, St Joseph's Youth '88 FC has adopted the following Goalpost Safety Policy. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of Goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
 - a) Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward.
 - b) It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
 - c) Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
3. It is strongly recommended that nets should only be secured by plastic hooks or tapes and not by metal cup hooks. Any metal cup hooks should if possible be removed and replaced. New goalposts should not be purchased if they include metal cup hooks, which cannot be replaced.
4. Goalposts which are "home-made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. Guidelines to prevent toppling:
 - a) Follow Manufacturer's guidelines in assembling goalposts.
 - b) Before use, adults should:
 - (i) ensure each goal is anchored securely in its place
 - (ii) exert a significant downward force on the cross bar
 - (iii) exert a significant backward force on both upright posts
 - (iv) exert a significant forward force on both upright posts(These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.)

36. Club Managers / Coaches Briefings

St Joseph's will hold Managers/Coaches Briefings at either; The Memorial Club, High Road, Harrow Weald, or Wealdstone Social Club, Station Road, Harrow, from 8.30pm on a Tuesday night during the following months each year (as a minimum):-

September	November	January	May/June
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The club's AGM will take place during the first half of June each year starting from 7.30pm at the same venue. The dates of these meetings will be printed in the club's newsletter. Additional Managers / Coaches Briefings will be arranged by the Executive Committee as and when necessary. Each team must make arrangements for at least one representative for their team (manager or coach) to attend all of these meetings. In the event of a team being unable to provide a representative to attend any of these meeting, an apology of absence must be provided to the Club Chairperson in advance of the meeting concerned.

37. Club Summer Football Festival

Subject to demand and weather conditions, St Joseph's will hold a Club Summer Football Festival during both days on a week-end during June each year at the Kenton Recreation Ground for age groups Under 6's to Under 15's only. The odd number age groups will be on one day and the even numbers on the other day. The main points regarding our tournament are as follows:

1. There will be an entry fee per team, payable in advance.
2. Age groups shall be for the previous season (ruling date is 1st August of the previous year).
3. All teams should have at least 3 games.
4. The approved FA's rules for small sided football (Under 11's & above) and the FA's Mini Soccer rules (Under 6's to Under 10's) applies for this football festival.
5. Individual awards for winners and runners up (Under 9's to 15's) which are not required to be returned & Participation Medals (Under 6's to 8's) for all players participating in the tournament.
6. Subject to availability, free car parking will be made available on a first come, first serve basis.
7. There will be an entrance fee into the tournament for adults. Under 16's - free entrance.
8. Entrance into the Festival is by payment of the Festival Programme and/or donation to the Club.
9. All team managers shall receive a Festival Programme and reimbursement of their entrance fee upon registration of their team.
10. All St Joseph's teams will have free entry into the Club's Summer Football Festival each season.

38. Club Communication Arrangements

The club to continue its current communication arrangements which is via the club web site (www.stjosephsfc.com), 'The Saints' Newsletter and information passed on to players and their parents via the team managers / coaches. All members will be encouraged to use email.

39. Under 14's Home or Overseas Football Tour

Subject to demand and sufficient funds being available, the club will support the Under 14 teams each season if they wish to hold up to one fund raising disco per season for a Under 14's tour. Any profits from the event shall be made available to assist/fund part of the travel and accommodation expenses for the players, manager and coach of all future Under 14 St Joseph's teams. The Under 14's team Manager & Coach are the co-ordinators for their team's potential tour at home or abroad. The team manager and coach will be responsible for organising all tasks to hold such an event including booking the hall, refreshments, entertainment & ticket sales etc. The club authorisation of any tour will be subject to approval of the Executive Committee.

40. Links with other Clubs & Organisations

St Joseph's to continue entering all of its teams into the Harrow Youth Football League, Middlesex County Girls League & the Harrow Soccer 7's Combination. St Joseph's to also continue to be affiliated to the Middlesex County Football Association and the Harrow Youth & Connexions Service. St Joseph's has also formed a partnership with Old Salvatorians FC. St Joseph's is Old Salvatorian's preferred youth football club and recommends their players' children to play for St Joseph's in the future. Old Salvatorians is St Joseph's preferred adult football club and recommend their senior players play for Old Salvatorians in the future.

41. Football Association Charter Standard for Clubs

St Joseph's will do every thing it can to retain its FA Charter Standard Club status in the future.

42. Middlesex County Cup

St Joseph's will only enter teams that are in the Premier League of any age group. Only in exceptional circumstances will the Hon Secretary permit a team from a lower division from any age group to enter the Middlesex County Cup.

43. Club Officials Information – APPENDIX A

Contact details of the Club's Executive and Sub Committee Members, Managers and Coaches are contained in appendix A of this document.

44. The Club's Calendar for Club Events – APPENDIX B

The dates of St Joseph's Events for next season are contained in appendix B of this document

45. Club's Pitches – APPENDIX C

The details and location of the club pitches are contained in appendix C of this document.

46. Funding Structure of Club – APPENDIX D

The details of St Joseph's Funding Structure can be found in appendix D of this document.

47. St Joseph's Pitch Allocation Matrix – APPENDIX E

The details of the club's pitch allocation are contained in appendix E of this document.

48. Club Honour's List – APPENDIX F

The details of the club's Honours List can be found in appendix F of this document.

49. St Joseph's Club Strategy

The contents of St Joseph's Strategy are as follows:

Continue to provide community based quality youth football facilities to players of various levels of ability across the football spectrum in the Harrow, Brent and surrounding areas.

Continue to promote the playing of football in the best traditions and sportsmanship of the game, and to foster the spirit of comradeship and goodwill among the players of the game.

To work with Harrow Council on options to improve the Pavilion and pitch facilities at the Kenton Recreation Ground, Alicia Avenue, Kenton as appropriate.

To work with partners in the Whitchurch Bid Consortium, and with Harrow Council to take over long term management of the ground and Pavilion at Whitchurch and to appoint working groups with specific tasks where appropriate towards the fulfilment of this goal.

The Executive Committee will continue to seek the best possible value for money for all its club members when approving expenditure.

Review of Club Constitution & Rules Document

It is recommended that this document is reviewed on an annual basis by the Executive Committee. Amendments to this document should be considered, proposed and voted upon at the Club AGM each year as necessary.

*By Michael Cassel (Hon. Secretary)
Last Reviewed – 12th July 2011*